



Maryland Judiciary

Job Announcement

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Opening Date:	September 17, 2015	Closing Date:	October 1, 2015
Job Title:	Administrative Assistant III	Position Type:	Regular Full Time
PIN:	000918	FLSA Status:	Non – Exempt
Location:	District 5, Prince George’s County Upper Marlboro, Maryland	Grade/Salary:	J8 \$34,720 - \$41,234
		Financial Disclosure:	No

Essential Functions: The main purpose of this position is to provide secretarial/administrative support services to the Administrative Judge, Administrative Clerk, resident Judges, rotating & visiting Judges in Upper Marlboro, MD and also to support other secretaries when they are absent from their desk and/or the office. Answer, screen & routes telephone calls and take messages when appropriate. Answer & monitor the door camera phone. Enter data into computer system of outcome of processed chambers work. Contact the public, attorneys, police officers and various agencies regarding the judges' decisions. Completes scheduling, sending and receiving faxes, memos, letters, copying and collating. Collect bench times of all judges and deliver to Administrative Judge. Schedule, maintain and update Specially Set case and pre-trial conferences. Update & monitor courtroom calendar weekly. Schedule Bond Hearings with attorneys, recall and issue bench warrants and notify all parties involved. Back-up for all of the administrative assistants in the Upper Marlboro chambers.

Education: High School diploma or GED

Experience: Three years of experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Basic knowledge of the court system. Basic knowledge of Microsoft Outlook, Word, Excel, Lotus Notes Ability to multi-task; to be professional and communicate in an effective manner; to type and use office machinery (telephone, copier, fax, etc.). Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.